



## COA-SENIOR ATTORNEY

### Characteristics of Work

This is legal and/or administrative work involving responsibility for providing professional assistance to the Court of Appeals in efficiently, expeditiously, and effectively processing matters pending before the Court as they move through the decision-making stages. The work includes such duties as preparing memoranda, recommendations, and orders with respect to motions, petitions, and cases.

### Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Prepares, submits, and presents motions for disposition by a single judge or a three-judge panel.

Edits draft opinions of the Court of Appeals.

Prepares memoranda on cases/motions and presents to the Court of Appeals.

Prepares orders disposing of motions, petitions for rehearing, etc.

Provides legal assistance to Court of Appeals staff.

Related or similar duties are performed as required or assigned.

### Minimum Requirements

Membership in the Mississippi State Bar Association and two (2) years of experience as an licensed and practicing Attorney.